

## GAPS REGISTRATION PROCESS

1. Access the GAPS website at [www.ga.cogentid.com](http://www.ga.cogentid.com)
2. Click on **Single Registration**, the **REGISTRATION** tab.  
(All of the fields that are in yellow and have an **asterisk (\*)** must be completed)
3. Near the end of the Registration screen you will see a heading entitled **Transaction Information**. In this area you must:
  - a) Click on the drop box next to **Reason** and select the reason the applicant is being fingerprinted (**Insurance Commissioner Licensing Authority**).
  - b) Click on the drop box next to **Payment** and select the appropriate payment option. If **credit card** is selected you will be prompted to enter additional information so please have credit card information available during the registration process. If the applicant is paying with a **money order**, the applicant must provide the money order, payable to: **Cogent Systems – GAPS**, at the GAPS Print Location before being fingerprinted.
  - c) Enter **GA922954Z** in the **ORI/OAC** field.
  - d) Enter **922954Z** in the **Verification** field.

**Do Not** check the box for '**Does another agency make the fitness determination'**

- e) Click **Next** at the bottom of the page and you will be taken to another screen. If all of the information displayed is correct, click **Next** and you will be given a **Registration ID** number. The **Registration ID** number **will be needed** by the applicant when they go to the GAPS Print Location to get their **fingerprints taken**.

## D – Identification Needed for Fingerprinting

Click on the **Identification Needed for Fingerprinting** link located under the **PRINT LOCATIONS** tab on the GAPS main web page. In addition to the **Registration ID** number the applicant will also be asked to present **identification documents** prior to be fingerprinted. This link provides a list of acceptable identification documents.

## E – Print Locations & Hours

Once you have completed the registration process, click on **Print Location & Hours** on the GAPS main web page to find the nearest GAPS Print Location to go to for fingerprinting. Click the region that is most convenient for you. The numbers in the red circles indicate sites that have GAPS Print Locations available. Under **Company**, select the site that is most convenient for the applicant to go to for fingerprinting. If you click on the link for a site, information concerning the site such as Location, Hours of Operation, Directions, etc. will be displayed. Prior to traveling to the Print Location, **the applicant should verify that the site is still a GAPS Print Location and that the hours of operation are accurate**.

The reviewing agency should have the results available through GAPS within **48 hours** after the applicant has been fingerprinted and the transaction has been sent to GCIC. **Cogent and GBI cannot provide a status on fitness determinations for employment, licensing. You must contact the appropriate Agency.**

To check on the **status of the results being available to the reviewing agency**, click on **Background Check Status** under the **Registration** tab on the main web page. **For assistance** with how to use Background Check Status, you may contact **GBI/GCIC CCH Helpdesk** or the Cogent Helpdesk, see links for **Georgia Bureau of Investigation** or contact information for Cogent, under **Useful Links** tab on the GAPS main web page.

**Note:** If a site is no longer providing fingerprint services, please send an email to [GAApplicant@gbi.ga.gov](mailto:GAApplicant@gbi.ga.gov) and provide the Print Location's name, address and phone number if available and the date the applicant was told the location is no longer providing the service.